



Reporting Unclaimed Property

Reporting Guidelines for Business Associations, Financial Institutions, Insurance Companies, Corporations, and Other Holders of Unclaimed Property

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California
State Controller

Steps For Reporting Unclaimed Property

Unclaimed property must be reported to the State Controller's Office (SCO) to reunite the owner with their property. The following steps will assist you in determining what to report and how to report.

Step 1 Determine if you are a "holder" of unclaimed property.

A holder is defined as any person or entity, such as corporations, business associations, financial institutions, and insurance companies, who possess unclaimed property. For examples of unclaimed property, please refer to the Unclaimed Property Holding Escheatment Periods section of this pamphlet.

Step 2 Determine if the property has been inactive or dormant long enough to be reportable as unclaimed property.

Under California's Unclaimed Property Law, property becomes "unclaimed" and reportable after a specified period of time or account inactivity, generally three years. Holders should refer to the Unclaimed Property Holding/Escheatment Periods section of this pamphlet or the General Reporting Instructions to get information on specific dormancy periods.

Step 3 Try to locate the owners.

California Unclaimed Property Law requires holders to perform "due diligence" for all properties valued at \$50 or more before reporting it to the state. This includes sending a notice to the last known address of the owner to warn the owner that the property will be transferred to the State if the owner does not contact the holder. For further requirements on due diligence and a sample due diligence letter, please visit our website at www.sco.ca.gov.

Step 4 File a Holder Notice Report.

Each year holders of unclaimed property are required to report to the state. Recent legislation, Senate Bill 86, changed the reporting procedure in California to a two-report process. The first report is due before November 1 of each year (before May 1 for life insurance companies). The property should not be remitted or delivered with the Holder Notice report. Any property received with this report will be returned to the holder. For convenient and accurate reporting, the SCO accepts the Standard NAUPA II reporting format. For a link to free reporting software, please go to our website at www.sco.ca.gov.

Step 5 SCO will mail notices.

Using the information provided on the Holder Notice Report, the SCO will send out notices to owners of unclaimed property within 165 days after the final filing date of the report. These notices will instruct owners to contact the holder to claim their unclaimed property. Holders should note that the second contact listed on the Holder Notice Report will be the one given to owners for contact.

Step 6 File a Holder Remit Report.

The second report in the two-report process is due between June 1 and June 15 of the following year (or between December 1 and December 15 for life insurance companies). Property *must* be remitted with the report. For accounts that have had owner contact prior to the due date of the holder remit report, the holder may either exclude the owner accounts from the report entirely, or may include the owner accounts on the report with an appropriate pay or deletion type code and show the property remitted amount as zero. Any new properties must be reported on a separate Supplemental Holder Notice Report so the SCO can notify the owners of their property before it's transferred to the SCO.

Holder Reporting Important Dates

Life Insurance Holders:

April 30

**Holder Notice Report
Due Date**

Mid– October

**SCO Deadline
to send Owner Notices**

December 1 –15

**Holder Remit Report
Due Date**

All Other Holders:

October 31

**Holder Notice Report
Due Date**

Mid– April

**SCO Deadline
to send Owner Notices**

June 1 –15

**Holder Remit Report
Due Date**

**California
State Controller's Office
Unclaimed Property Division
PO Box 942850
Sacramento California
94250-5880**

**REPORTING
ASSISTANCE
(916) 464-6284**

**CLAIMS
ASSISTANCE
(800) 992-4647**

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Unclaimed Property Holding / Escheatment Periods

The following information provides a general guideline for dormancy periods for certain types of property.

For more information,
please go to our website at www.sco.ca.gov.

One Year

Commissions; Ordered Refunds; Wages

Three Years

Cashier's Checks; Demand Deposits (Checking); Dividends;
Interest; IRAs; Keogh Plans; Matured Time Deposits;
Safe-Deposit Boxes; Safekeeping Repositories; Savings;
Stocks and Bonds; Written Instruments

Seven Years

Money Orders

Fifteen Years

Traveler's Checks

Miscellaneous 6 Months

Liquidating Distributions

Varies

Demutualized or Related Reorganization (see Statute)

Frequently Asked Questions

Why must unclaimed property be reported?

The law requires reporting as part of a nationwide system to provide consumer protection and safeguarding of abandoned and unclaimed property.

Reporting unclaimed property relieves the holder of the burden and liability of carrying or maintaining the property.

It provides a centralized search location for citizens and the property is held in perpetuity for the owner or their heirs to claim.

What are the benefits of compliance?

It maintains positive relationships with customers.

It helps reunite property with the owners.

It reduces the risk of penalties.

What if the owner contacts me after I report the property to the State but before I have remitted the property?

You should return the property to the owner. When you do remit any remaining unclaimed property, any accounts that you have returned to the owners should not be remitted to the State.

What if the owner contacts me after their property has been remitted to the State?

You may re-establish the owner's account and receive reimbursement by submitting a Holder's Claim for Reimbursement form (HCR-1) or you may refer the owner to the SCO at (800) 992-4647 or www.sco.ca.gov for assistance with filing a claim.

What if I have never filed a report?

Please go to the SCO website for reporting instructions and free software or call our Reporting Services Unit at (916) 464-6284 for assistance.